

Three- Step Reflective Framework for ePortfolio

Step 1: Take notice & describe the experience - description of evidence

1.1. What do you do, know, feel, think, need?

Draw your attention to your recent activities, and record a basic description.

1.2 What decisions did you make?

What steps or actions did you take, and decisions did you make to get to your current level of ability/knowledge?

Prompts:

- Comment on what you have been doing, feeling, thinking, etc...
- Comment on what you know, need, etc...
- Consider how this topic relates to your professional career.
- Comment on whether what you already know helped you.
- Comment on initial reactions, ideas from your reading, researching, clinical experiences or simulations, etc...
- Indicate what helped you to progress.

Tips: Use a variety of methods e.g. descriptive text, audio, pictures, bullet points, diagrams etc.

Step 2: Analyse the experience - implications of decision/action, reaction

- 2.1 Why these decisions and actions?
Analyse your decisions and actions. Think about why they were useful and how they helped. This process will assist you to become a more active learner and a more effective practitioner.
- 2.2 What was your reaction?
Make brief notes on your intellectual, emotional and physical responses. This will help you better understand the way you learn and practice. This will help you in future to choose strategies that suit you.

Prompts:

- a. Think about what happened and why.
- b. Outline what you could have done better or differently.
- c. Indicate some strategies which may help next time.
- d. Did it cause you to rethink your ideas about oral health care.
- e. Comment on what worked and what did not.
- f. Think about how your actions and decisions may help your practice.
- g. Consider the links between learning theory and your clinical practice.
- h. Think about what you learned.

Tips: Be honest with yourself and use the information to get a clearer picture of how you learn. Use as many different ways as you can to illustrate your points e.g. audio, video, diagrams, pictures etc. [Remember in the eportfolio, you can prepare more than one draft of an evidence form, so you can reflect openly in one version and publish another version that does not contain your reflection.]

Step 3: Take Action - Reflect on what you learned and how it will be used

- 3.1 What did you learn?
Record what you have learned from the process. This will help you become more aware of what you learned, how you will apply it, and where there are gaps in your understanding and knowledge.
- 3.2 How will you use this experience?
Plan how you can apply what you have learned or deduced. This process will help reinforce what you have learned.

Prompts:

- a. Indicate what you learned.
- b. How will this change or affect your future practice?
- c. Indicate what helped you to learn.
- d. Identify what you need to explore further or seek help with.

Tips: Be prepared to ask for help and spend extra time to fill in the gaps in your knowledge. Set yourself realistic goals, and indicate when you will achieve them.